

New York State Office of General Services  
NYS Procurement (NYSPRO)  
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Albany, New York 12242  
<http://www.ogs.ny.gov>

**PURCHASING MEMORANDUM**  
**UPDATED** - GENERAL INFORMATION BULLETIN

**NUMBER:** CL-793  
(Supersedes CL-793, dated April 17, 2014)

**DATE:** May 19, 2014

**GROUPS:** 01800 – ROAD SALT & TREATED SALT

**PLEASE ADDRESS INQUIRIES TO:**  
Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**SUBJECT:** **REMINDER** - 2014-15 WEB BASED FILED REQUIREMENTS FOR  
ROAD SALT AND TREATED SALT

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

*This is a reminder that the period for filing road salt and treated salt requirements for the 2014-15 OGS contract is now open. If you have already filed, please disregard this notice.*

We are again using the web based system. **New this year is that filed requirements for treated salt (Type 1 and Type 2) should also be submitted on-line.** If you are not the person responsible for your facility's road salt requirements, please forward this message to the appropriate person.

At this time, if you plan on using the OGS contract for Road Salt and/or Treated Salt, please visit the OGS website at <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx> to file your requirements for the 2014-15 contract. You will need your user name and password to enter the system. If you have forgotten your user name/password, or if you are a new user, you will need to create a new filing account. To create a new filing account, you will need your OGS customer number. If you do not know your OGS customer number, please contact OGS Customer Services at (518) 474-6717 or [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

The system is designed to allow multiple registrants to enter your agency's requirements. For example, if you have more than one delivery point for road and/or treated salt with different administrators for each location, the system will allow each administrator to register and file requirement information for their specific delivery location. Also, for each delivery location, the system lists the filed requirements for *road salt only* for the current contract (2013-14 season). Previously, filed requirements for treated salt were not filed on-line, so no amounts will be shown.

If your delivery information has changed, please be sure to update it so that awarded contractors have accurate information with respect to delivery points. Once you have completed entering your filed requirements, **BE SURE TO PRINT YOUR CONFIRMATION PAGE FOR YOUR RECORDS.**

If you require assistance with the filing process, please contact OGS Customer Services at (518) 474-6717 or email to [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov).

**THE DEADLINE FOR FILING YOUR REQUIREMENTS IS MAY 30, 2014. FAILURE TO TIMELY SUBMIT YOUR REQUIREMENTS MAY PRECLUDE YOUR FACILITY FROM PARTICIPATING IN THIS CONTRACT.**